

BYLAWS
NEBRASKA STATE GOVERNMENT CHAPTER OF NATIONAL MANAGEMENT ASSOCIATION
LINCOLN, NEBRASKA

ARTICLE I - NAME

The name of this organization is the Nebraska State Government Chapter of the National Management Association, hereinafter referred to as the "Chapter." The Chapter has been designated Chapter Number 610 by the National Management Association.

ARTICLE II - GENERAL

Section 1 - Purpose

The purpose of this Chapter includes but is not limited to:

1. Providing opportunities for the personal and professional development of state government employees.
2. Developing a professional spirit of leadership and understanding of management as a profession.
3. Providing leadership training and education for state government employees.
4. Providing opportunity for exchange of ideas in state government.
5. Encouraging the spirit of cooperation and interaction among state government employees at all levels.
6. Making state government more efficient and effective.

Section 2 – Restrictions

The Chapter is incorporated as a nonprofit organization under that laws of the State of Nebraska and shall continue as such for the duration of its existence.

The Chapter is nonpolitical, nonpartisan, and shall not engage in collective bargaining on behalf of its members or others.

Section 3 – Affiliation

All members of the Chapter are also members of the National Management Association with which the Chapter is affiliated and to whose objectives and code of ethics the organization subscribes.

ARTICLE III - MEMBERSHIP

Section 1 - Eligibility

Permanent State employees having or aspiring to have leadership responsibilities and/or decision making responsibilities are eligible to join the Chapter.

Section 2 – Categories of Membership

There shall be two classes of membership:

Subsection A - Full Membership

To qualify for full membership, the applicant must have or aspire to have decision-making authority on behalf of a state agency, board or commission. Full Chapter members who no longer meet the membership criteria described in this section are not required to terminate NMA membership for that reason.

Subsection B - Associate Membership

Associate members are those full members who retire from state government and are interested in maintaining their relationship with the Chapter. Associate members shall not be eligible to vote, or to hold office, or chair standing committees, but may serve on standing committees.

Members who retire from State Government are also eligible for Lifetime Retired Membership status from the National Management Association. The Member Relations Chairperson will forward the Lifetime Membership form to the retiring member for completion, which will then be sent to the National Management Association Headquarters.

Section 3– Approval Process

Applicants for membership must complete a membership application and submit the application and appropriate fees to the Member Relations Committee. After committee review and recommendation, membership applications are submitted to the Executive Board for vote. The Member Relations Chairperson shall notify the applicant of the acceptance or rejection of their application.

Section 4 - Terminations

Anyone who voluntarily resigns or is terminated from membership for non-payment of dues must reapply for admission as a new member. Any former member returning to state government shall be reinstated as a member upon successful completion of the application process and payment of a reinstatement fee.

ARTICLE IV - DUES

Section 1 - Annual Dues

Annual dues for members are set by the Executive Board. Thirty days notice will be given to all Chapter Members in regard to a proposed dues increase. The recommended dues shall become effective upon approval by a simple majority vote of the full Executive Board.

Section 2 - Schedule of Dues

Members admitted during the fiscal year shall pay the full amount of dues for the month admitted and monthly thereafter. Members shall have the option of paying dues in a single annual payment or by paying by payroll deduction. This single payment will be prorated to include the month admitted and each month thereafter to the end of the fiscal year (June 30). Thereafter, dues shall be payable as a single payment at the beginning of each fiscal year (the first day of July), or by prorated payroll deduction.

Section 3 – Delinquency

Members delinquent in paying their dues shall enter into a process that will result in their termination from the Chapter. Payment of annual dues shall be paid to the Chapter Treasurer within 60 days of billing. Failure to pay the annual dues fee within the 60 days period will result in termination from the Chapter.

Section 4 - Reinstatement

A member terminated as per Article IV, Section 3, may be readmitted as a member upon successful completion of the application process and payment of a reinstatement fee.

Section 5 – Fees

The Executive Board shall set initiation fees, reinstatement fees and Associate Member annual dues.

ARTICLE V - MEETINGS

Section 1 - Chapter Meetings

The Chapter shall meet on a monthly basis to provide professional leadership, development programs and personal interaction for Chapter members and invited guests.

Section 2 - Board Meetings

To the extent possible, the Executive Board shall meet prior to each Chapter meeting and as otherwise required. Notification of board meetings shall be given via email or phone calls to those without e-mail access. Special meetings may be called by the President or upon request of the majority of the Board. All meetings shall be considered open and any Chapter member may attend.

Section 3 - Special Meetings

Special meetings of the general membership may be called in an emergency situation. An emergency situation is defined as an event requiring a vote of the general membership before the next scheduled Chapter meeting. Notification of membership will be made 5 business days in advance of the meeting.

Section 4 - Installation of Officers

An annual meeting for the transaction of business and the election of officers shall occur during each fiscal year, as determined by the Executive Board. Installation of officers shall occur at the last monthly Chapter meeting of the fiscal year (June).

Section 5 - Quorum

At a Chapter meeting or a Special meeting a quorum is 10% of the Chapter membership.

At an Executive Board meeting a quorum is considered 50% of the Executive Board membership.

Section 6 - Voting

A quorum must be present for any vote at a Chapter, Special, or Executive Board meeting.

Actions taken at an Executive Board meeting require a simple majority vote of the Executive Board members present.

Section 7 – Rules of Procedure

The rules of procedure contained in the most recent *Revised Robert's Rules of Order* shall be used to conduct the business of the Chapter in all cases not covered by the bylaws of the Chapter.

ARTICLE VI - OFFICERS AND BOARD MEMBERS

Section 1 - Executive Board

The policymaking body of the Chapter is the Executive Board, consisting of the officers; the immediate Past President; National Director; chairpersons/ co-chairpersons or proxy of the standing committees. For purposes of voting, each board member has one (1) vote, except that co-chairpersons have one vote between them.

Section 2 - Officers

The officers of the Chapter are the: 1) President, 2) President-Elect, 3) Secretary, and 4) Treasurer.

Section 3 - Eligibility

Any candidate for the position of President or President-Elect must be a Chapter member and must have been a member of the Executive Board for one year before taking office. Candidates for Secretary and Treasurer must have been a Chapter member for one year before taking office. All members of the Executive Board must be full members of the Chapter.

Section 4 - The Nominating Committee

The President shall appoint a Nominating Committee composed of three to five members, none of whom shall be an officer of the Chapter. The names of those serving on the committee shall be announced at a membership meeting, at least two months before election.

The committee shall nominate candidates for 1) President-Elect, 2) Secretary, and 3) Treasurer. The list of candidates selected by the nominating committee shall be submitted to the membership at a regular meeting one month in advance of election. Additional nominations may be made from the floor, upon recognition from the chair or President. Such nominees must meet eligibility requirements stated in Section 3 of this article.

Section 5 - Election, Term, and Vacancies

Officers shall be elected by secret ballot of the membership. Such election shall take place a minimum of two (2) months prior to the start of the fiscal year. Ballots shall be counted by a sub-committee made up of a majority of the members of the Nominating Committee, who shall report the results to the membership. In the event of a tie, a vote will be taken by the Executive Board to determine the winner.

The President, President-Elect and Secretary will serve for one year from installation or until their successors have been elected and installed. The Treasurer serves until the end of the fiscal year. Election shall be on the basis of a plurality of the votes cast, provided that at least 10% of the eligible voters cast ballots. In the event that 10% of the eligible voters do not cast ballots, the Executive Board will declare the winner based upon the ballots cast.

No officer shall serve more than two consecutive terms in the same office.

A vacancy in the office of the President shall be assumed by the President-Elect. A vacancy in the office of President-Elect shall be appointed by the Executive Board, until such time as a special election can be held. In the event that neither the President nor the President-Elect shall have been elected by the Chapter membership, a special election for the purpose of electing both the President and the President-Elect shall be held. Any special election shall follow the criteria for other Chapter elections. Vacancies in other offices shall be appointed by the Executive Board.

ARTICLE VII - RESPONSIBILITIES OF EXECUTIVE BOARD AND OFFICERS

Section 1 - Executive Board

1. The Executive Board shall:
2. Establish policy for the Chapter.
3. Set goals for the current administrative year, and long-range plans and goals for future development, consistent with the objectives and Code of Ethics of the National office of NMA.
4. Monitor and evaluate membership meetings, programs, and other Chapter activities to ensure that policies are being followed.
5. Approve total budget for the year and establish expenditure authorization procedures.
6. Appoint a committee for the annual audit of books.
7. Submit all major policy changes and proposed amendments to the bylaws to the vote of the membership.
8. Establish criteria for Executive Board attendance and participation.
9. Accept or reject membership applications.

Section 2 - President

The President shall -

1. Appoint Chairperson of each standing committee.
2. Be responsible to the Executive Board for the satisfactory operation of the Chapter, in accordance with the bylaws.
3. Preside over the Executive Board and Membership meetings.
4. Call Special meetings as deemed necessary.
5. Coordinate plans and operations to achieve the assigned goals and objectives of the Chapter.
6. Co-sign, with the Secretary, all contracts for the Chapter, as authorized by the Executive Board.
7. Co-sign, when available, with the Treasurer, checks for properly approved bills. The President shall be bonded for an amount determined by the Executive Board. Bonding shall be effective upon taking office.
8. Prepare an annual report of the Chapter's activities for presentation to the membership.

Section 3 - President-Elect

The President-Elect shall -

1. Assume the responsibilities of the President in his/her absence.
2. Coordinate the functions of the various committees assigned by the President for his/her supervision.
3. Co-sign, in the absence of the President or Treasurer, checks for properly approved bills. The President-Elect shall be bonded for an amount determined by the Executive Board. Bonding shall be effective upon taking office.
4. Perform other duties assigned by the president.
5. Record award points in the monthly report to the National Office.

Section 4 - Secretary

The Secretary shall -

1. Co-sign, with the President, all contracts for the Chapter, as authorized by the Executive Board.

2. Ensure that all reports are transmitted to the appropriate NMA (national) offices on a timely basis.
3. Coordinate the various committee functions assigned by the President for his/her supervision.
4. Co-sign, in the absence of the President or Treasurer, checks for properly approved bills. The Secretary shall be bonded for an amount determined by the Executive Board. Bonding shall be effective upon taking office.
5. Record and make available minutes of all Executive Board meetings, Chapter meetings, and Special meetings.
6. Perform other duties assigned by the President.

Section 5 - Treasurer

The Treasurer shall -

1. Maintain the financial accounts and place funds in a depository approved by the Executive Board.
2. Prepare and submit an annual operating budget to the Executive Board.
3. Co-sign, along with the president, checks for properly approved bills. The Treasurer shall be bonded for an amount determined by the Executive Board. Bonding shall be effective upon taking office.
4. Maintain records of receipts and expenditures, which shall be open for inspection by the Executive Board and auditors.
5. Prepare monthly and annual financial statements.
6. Coordinate the functions of the various committees assigned by the President for his/her supervision.
7. Maintain the official membership roster.
8. File all necessary state and federal tax forms and other reports required by law.
9. Maintain documentation on the types of records and the types of reports required to be retained by the organization.
10. Maintain documentation detailing authorization for incurrence of expenditures.
11. Perform other duties assigned by the President.

ARTICLE VIII - COMMITTEES

Section 1 - Appointments

The chairperson of each standing committee set forth in this article shall be appointed by the President.

All other committee appointments shall be made by the chairperson of the respective committee. Upon the resignation of the committee chairperson, or at the termination of the committee chairperson's term of office, the respective vice-chairperson shall succeed to the office of committee chairperson with the approval of the President.

Section 2 - Program Committee

The Program Committee plans and introduces the monthly programs. Specific duties include:

1. Developing and submitting a one-year plan to the Executive Board 90 days after the beginning of each fiscal year.
2. Making arrangements for monthly Chapter meetings, including selection of facilities and speakers.
3. Collection of monies from attendees, approval of meeting expense, and notification to Chapter

Treasurer of non-attendees.

4. Provide a listing of program attendees to the President-Elect for count in the Awards points.

Section 3 - Leadership Development Committee

The Leadership Development Committee determines the professional development needs of the membership and develops educational programs and activities to meet these needs. Specific duties include:

1. Assessing the needs of the membership and developing a six (6) month plan to meet these needs. This plan shall be submitted to and approved by the Executive Board.
2. Making arrangements for education programs, including selection of facilities and instructors.
3. Selecting appropriate films that will enhance professional leadership development. Whenever possible, these films should be scheduled on a monthly basis.

Section 4 - Management Exposition Committee

The Management Exposition Committee plans and organizes the Annual Management Exposition. Specific duties include:

1. Making all program arrangements, including selection of facilities and speakers.
2. Publishing the most current membership roster as part of the exposition program.

Section 5 - Member Relations Committee

The Member Relations Committee plans and organizes recruitment activities for enlisting new members and makes recommendations to the Executive Board regarding individual applications for membership. Specific duties include:

1. Devising methods of informing and attracting prospective new members.
2. Coordinating Management Week activities.
3. Reviewing, on a periodic basis, membership eligibility requirements and making appropriate recommendations to the Executive Board.
4. Conducting an orientation program for all new members at least once a year.
5. Identifying monthly meeting guests and providing them with membership information.
6. Provide retiring members with information on the National Management Association Lifetime Retired Member Program.

Section 6 - Public Relations Committee

The Public Relations Committee promotes interest in the Chapter through all available media. These promotional activities should keep the public informed of Chapter activities and provide information to the membership of upcoming meetings, educational training programs and other events. Specific duties include:

1. Informing membership of educational training programs and other Chapter functions.
2. Providing timely press releases regarding Chapter activities.
3. Writing and distributing monthly Chapter newsletters to all members.

Section 7 - Membership Notification Committee

The Membership Notification Committee shall contact all members to advise of current Chapter events.

(Contact may be via email, regular mail, or personal phone call)

Specific duties include:

1. Contacting all active members prior to Chapter meetings and special meetings.

2. Providing the program chairperson with an accurate count of members registered to attend monthly meetings.

Section 8 - Special Projects Committee

The Special Projects Committee is responsible for various projects such as NMA American Enterprise Speech Contest, NLS – Nebraska Leadership Seminar, and those determined by the Executive Board.

The chairperson of a Special Projects Committee coordinates the various projects. Duties shall include:

1. Arranging for a chairperson or co-chairpersons for each subcommittee.
2. Attending subcommittee meetings as necessary to monitor and support project objectives.
3. Arranging for regular subcommittee status reports to the Executive Board.

Section 9 – Finance Committee

The Finance Committee advises the Executive Board and the Advisory Board on the financial condition of the chapter. Specific duties include:

1. Provide training to the new Treasurer.
2. Conduct the annual audit.

Section 10 – Chapter Recognition Committee

The Chapter Recognition Committee is responsible for organizing all Chapter recognition awards, with the exception of the Expo Awards. Specific duties include:

1. Provide nominees for Member of the Month
2. Provide information on members who deserve special recognition due to civic involvement, special work detail, etc.
3. Provide assistance in nominating members for annual awards to include Silver Knight Award, Jade Award, etc.
4. Submit information to the National Board for members nominated as Member of the Year.

ARTICLE IX – ADVISORY BOARD

Section 1 – Advisory Board

The Advisory Board shall be made up of Chapter members who are Agency Directors and/or their designee, of a State Agency, Board or Commission; or elected officials; or other persons approved by the Executive Board. The duty of the Advisory Board will be to offer advice and recommendations regarding Chapter business and leadership training.

Section 2 – Membership

Membership on the Advisory Board shall be voluntary. All members shall be approved by the Executive Board.

Section 3 – Meetings

Meetings of the Advisory Board will be called by the Advisory Board Chairperson in conjunction with the Chapter President. The Advisory Board will meet a minimum of two (2) times per fiscal year.

ARTICLE X – NEBRASKALAND COUNCIL

The Nebraskaland Council provides representation of local National Management Association Chapters. The Council meets quarterly to provide an opportunity for the local Chapters to share their activities and program ideas. Professional Development training is provided at each Council meeting.

Section 1 – Membership

The Executive Board will appoint three (3) members to serve as our representatives to the Council. Those appointees shall be the Chapter President, and two (2) Executive Board Approved members at large. The two (2) year term of the “members-at-large” will have alternating year expiration dates. The President’s term on the Council will be for the time that is served as the Chapter President.

Section 2 – Annual Dues

The Chapter pays appropriate dues to the Council each fiscal year.

ARTICLE XI - AMENDMENTS

Section 1 - Recommendation

Amendments must be proposed in writing over the signed petition of ten or more members, and presented to the Executive Board. Amendments proposed to the Executive Board shall be presented to the membership for vote within 90 days of receipt, with a recommendation.

Section 2 - Notification

The Executive Board must give Chapter members 30 days advance notification of a proposed bylaw amendment or change to a bylaw amendment prior to their vote of approval for the proposed or changed amendment.

Section 3 - Voting

The bylaws may be amended by a two-thirds vote of the members present at the regular or special meeting where a quorum is present or by two-thirds vote of the members voting, if voting is by mail, provided that at least 10% of eligible voters cast ballots.

Results of votes on bylaw amendments shall be published in the next Chapter newsletter, and, if successful, shall become effective upon publication.

Section 4 - Review

The bylaws shall be reviewed biennially or at the request of the Executive Board.

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